

SAMANTHA FLEET

PROFESSIONAL EXPERIENCE

TRAVEL ASSISTANT - YOU BET YOUR LIFE GAMESHOW

JTRP Productions / July 2021 - October 2021

Coordinated and prepared contestants' travel to and from LAX for the taping of the show, to include identifying contestant's travel necessities, creating flight grids, and preparing Travel Memos.

SPECTRUM WIFI - OFFICE PA

KAM Productions / September 2021 - October 2021

Assisted with the tech scout, prep, and production of KAM Productions' Spectrum Wifi commercial.

NFL KICKOFF SHOW with ED SHEERAN - EVENT PA

Joe Lewis Company / September 2021

Supported prep and wrap activities to include: concert graphics, food vendors, trailers, and production equipment for Ed Sheeran's live performance.

CARNIVAL MARDI GRAS - SET PA

Gifted Youth / August 2021

On ship and in port, I set up and wrapped each location, organized multiple wardrobe pieces for each talent, and distributed and filed crew paperwork, among other PA duties.

EL POLLO LOCO - RUNNER PA

Open Flame Productions / August 2021

Coordinated and picked up meals, budgeted with petty cash, transferred equipment and crafty between locations, and was an extra hand on set.

HEFTY TRASH BAGS with JOHN CENA - SET PA

Ruckus Films / August 2021

Ensured shuttle travel for crew and talent to and from location, communicated with talent management to secure all items necessary for John Cena and his motorhome, and assisted on set during production.

HOWL O' SCREAM 2021 - OFFICE PA

The Big Tree / August 2021

Enforced Covid-19 protocol on set, collected receipts from several crew members and recorded them accordingly, and assisted the scout team in confirming each set location across the park.

WWT with GRAEME MCDOWELL - OFFICE PA

The Shop Films / August 2021

Compiled amount spent prior to and during production by crew, coordinated Covid-19 testing and procedure, and distributed and filed crew timecards.

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📍 Tampa, FL

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EDUCATION

UNIVERSITY OF FLORIDA

GPA: 3.77

Gainesville, FL

*B.S. Telecommunication Production
Outside Concentration in Business Admin.
Graduated Cum Laude*

Relevant Coursework

- Electronic Field Production in Cinematography
- Advanced Writing in Electronic Media
- Cultural Business and Marketing

Extracurricular Activities

- Dance Marathon at UF: Dancer
- Relations Social Media Manager
- Chi Omega Fraternity
- Panhellenic Recruitment Counselor

ADDITIONAL SKILLS

Adobe Creative Suite Applications:

- Premiere Pro
- Photoshop
- Lightroom
- After Effects
- Acrobat

Microsoft Word, Excel, and PowerPoint
Experience with professional camera and lighting equipment

Budgeting

Customer Service

Problem Solving

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DISNEY ANNUAL PASS REBRAND - OFFICE PA

Knucklehead Films / July 2021

Kept record of amount spent during production, filed receipts and talent contracts, scanned and copied important documents, and was a liaison between in-office production and set activities.

ADVENT HEALTH - SET PA

Motorcade Productions / July 2021

Set up and transported equipment, manned craft services, prepared video village, and recorded talent's final wardrobe.

GMAC LITTLE KID LICENSE - RUNNER PA

SLMBR PRTY FILMS / July 2021

Responsible for managing petty cash budget and acquiring specific items and necessities for production.

TRAVEL FILM/TV - FREELANCE

Wanderlust Productions - Family Feud / June 2021

Prepared Travel Memos for the Travel Manager of Family Feud, Season 23.

OTHER EXPERIENCE

WUFT NEWS CAMERA OPERATOR

University of Florida / Spring 2021

I operated one of the live news cameras for the WUFT News First at Five program from UF's College of Journalism and Communications. I maintained communication with the floor manager and the control room during broadcasts, executed camera moves during transitions and/or commercial breaks, and quickly adapted to story changes or production issues while on the air.

PHILANTHROPY MARKETING CHAIR

Chi Omega at the University of Florida / Sep 2019 – May 2020

I was responsible for all marketing activities and budgeting for Chi Omega's philanthropy supporting the Make-A-Wish Foundation. I designed the sponsorship packet, developed an outreach plan to maximize fundraising success with local businesses, designed a watermark and edited it onto chapter women's headshots, and coordinated the marketing and selling of our merchandise online and on campus.

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REFERENCES

Contact information available upon request

GINA SCHIFANO

Travel Coordinator

NORMA SARDY

Producer

STEPHEN MANDA

Production Supervisor